



GERMAN TOWNSHIP BOARD OF TRUSTEES MINUTES OF THE REGULAR MEETING HELD ON MARCH 8, 2021

The meeting was held at the German Township Hall located at 12102 St. Rt. 725 West, Germantown, OH 45327 and virtually using WebEx.

The meeting was called to order by Board President Tyler Rehmert at 7:00 pm. In attendance were:

President Tyler Rehmert
Fiscal Officer Mark Heistand

Vice-President Abra Reed

Trustee Jacob Stubbs
Zoning Inspector Halie Sewell

ONLINE ATTENDEES:

Name	Name	Name	Name
Police Chief Joseph Andzik	Road Superintendent Jeremy Holbrook	Abigail Hale-Dennis	David Gehron
Sam	Deb and Mark Cross	Karen Carmickle	Mark Keener
Kurt Jacoby	Call in User 3	Call in User 4	

The Germantown Press was notified of the Regular Meeting on 2/19/21 at 11:51 am.

Mr. Rehmert led the group in the Pledge of Allegiance.

VISTOR COMMENTS:

- **Mark Cross, 7444 S. Stiver Road:** Dr. Cross asked Mrs. Reed if there was any update on the opening on the Senior Oversight Committee. Mrs. Reed stated that changes to the City Charter related to the Committee as well as changes to the City's Senior Center Agreement with the Township are being discussed. The next Committee meeting should be in April when potential changes to the Charter and the Agreement will be discussed.

Dr. Cross asked Mr. Rehmert if Visitor Comments would be allowed at the 3/9/21 Special Meeting. Mr. Rehmert said comments would be allowed.

Dr. Cross promoted the Facebook post by Abigail Dennis explaining ways to keep informed about what's happening at the Township, including Facebook, YouTube, emails and the website.

FISCAL OFFICER'S REPORT

- Mr. Heistand presented the minutes for the 1/26/21 Special Meeting and the 2/8/21 Regular Meeting. There were no corrections. Mr. Rehmert made a MOTION, seconded by Mr. Stubbs, to approve both sets of minutes as presented. The MOTION WAS APPROVED by a unanimous voice vote.

- Mr. Heistand presented the February Financial Reports: (1) 2/28/21 Fund Status; (2) Year-to-Date 2/28/21 Cash Summary by Fund; (3) February 2021 Receipt Listing; and (4) February 2021 Payment Listing. He noted that Receipt #16 was the \$11,220.20 Real Estate Assessment Fee refund from the Montgomery County Auditor that he discussed at the 2/8/21 meeting.
- Mr. Stubbs made a MOTION, seconded by Mrs. Reed, to approve the February financial reports and authorize the payment of February bills (warrants 50393-50428 and vouchers 69-150 for payroll direct deposit, payroll tax withholdings and other electronic payments). The MOTION WAS APPROVED by a unanimous voice vote.
- Mr. Heistand reported that, following the Parks Board meeting on 3/3/21, he was contacted by Germantown City Manager Judy Gilleland to schedule a Special Parks Board Meeting to include Germantown Finance Director Pat Shively, Mr. Rehmert and himself to discuss the upcoming Parks Levy. Ms. Gilleland asked that Ms. Shively and he calculate the amount that would be generated by a ½ mill renewal, a ½ mill replacement and a 1 mill new levy. Not having done this before, he reached out to Ms. Shively for assistance. The meeting is scheduled for 3/29/21. He then reviewed the multi-step process the Trustees will follow once the type of Parks Levy to place on the November ballot has been decided.
- He reported that on 2/16/21 he submitted the Township's 2020 Annual Financial Report to the Auditor of State. The financial report is available to be examined by the public in his office by calling for an appointment. In addition, the 2020 financial report is also available online at: <https://ohioauditor.gov/references/SummarizedAnnualFinancialReports/>. (Once on the Auditor's website, choose Townships from the drop down screen and then click on the Regulatory link. An Excel spreadsheet will open. Scroll down to find German Township-Montgomery County – line #325.) He also authorized the 2020 transactions to be posted on the Ohio Open Checkbook. They can be viewed at: <https://checkbook.ohio.gov/Local/>. (Click on Townships and then the letter "G" to find our information.)
- He reported that the Township received the Ohio Township Association Risk Management Authority (OTARMA) renewal for the upcoming policy year. The invoice amount is \$21,688, due on 3/28/21. The liability limit included in the premium is \$3,000,000. Liability can be increased for an additional premium as follows: (1) \$2,400 for \$4,000,000; (2) \$3,629 for \$5,000,000; and (3) \$4,793 for \$6,000,000. After discussion, the Trustees agreed to maintain the liability limit at \$3,000,000 at this point in time.
- He noted that the OTARMA renewal included an announcement of a \$1.2 million distribution to member townships. Our dividend is \$1,684.03 and should be received in 30-60 days.
- He reported that in the near future OTARMA IT Specialist Aaron Willis (not the Aaron Willis who lives in the Township) will meet with Mr. Holbrook, Mrs. Close, Mrs. Sewell and himself. The purpose of the visit is to assist with identifying and controlling internal IT risk and loss exposure.
- He noted that on 3/15/21 he will receive a new Fiscal Officer laptop from the Auditor of State. This is a benefit of the fees the Township pays to the Auditor for the UAN accounting system. Once everything is transferred from the current UAN laptop, the old laptop will be donated to the Township by the Auditor and will be available for use wherever there is a need in the Township offices. He also noted that when he started as Fiscal Officer in April 2020, he inherited a desktop computer that was donated to the Township by the Ohio Auditor when it was replaced in 2019 with the current laptop. This computer is also available for use by others within the Township offices.

- He announced the Special Trustee Meeting on 3/9/21 at 6:00 pm with representatives of the City of Germantown, Village of Farmersville and Jackson Township to discuss the potential Joint Economic Development District (JEDD) at the Valley View Local Schools property.

POLICE DEPARTMENT REPORT:

- Chief Andzik reported that all the equipment and supplies requested by the local Community Emergency Response Team (CERT) have been received and forwarded to assist them with their needs. He met recently with CERT coordinator Harold Holdren to discuss CERT goals. CERT training will hopefully be held later in the year once it is safe to do so.
- He reported that there was a roof leak above his office after the recent big snow. He thanked the Road and Service Department for stabilizing the leak until repairs could be made. He noted that they went above and beyond by climbing onto the roof to shovel snow away from the area of the leak to limit the water flow.
- He stated that the new police server should be installed in mid-March.
- He noted that the Police Department 2020 Annual Report has been completed. Each Trustee received a copy. He acknowledged that the coronavirus pandemic had a substantial effect on calls for service.

ROAD/SERVICE DEPARTMENT REPORT:

- Mr. Holbrook discussed Murphy Tractor and Equipment's proposal for the purchase of a 2021 John Deere 310SL HL backhoe loader. It will be purchased under the Ohio Department of Transportation (DOT) State Bid at 45.5% off list price. The 2004 John Deere backhoe loader will be sold on GovDeals.com with a \$26,000 reserve (the trade-in value from Murphy Tractor). The backhoe was budgeted in 2021 in Funds #2031-Road & Bridge and #2141-Road Levy.
- Mr. Stubbs asked how many hours were on the old backhoe. Mr. Holbrook estimated the number at approximately 3,000-4,000. Mr. Stubbs thought the \$26,000 trade-in value was too low, especially since the equipment has been well maintained and kept clean by the Township.
- Mrs. Reed introduced **RESOLUTION 2021-15**, seconded by Mr. Rehmert: **A RESOLUTION APPROVING THE PURCHASE OF A 2021 JOHN DEERE 310SL HL BACKHOE LOADER FROM MURPHY TRACTOR & EQUIPMENT OF VANDALIA, OHIO AT A COST OF \$91,149.07.** The roll was taken and the adoption vote was as follows: Mr. Rehmert-Yes; Mrs. Reed-Yes; Mr. Stubbs-Yes. **RESOLUTION 2021-15 WAS ADOPTED.**
- Mr. Holbrook reported that he will be soliciting bids for the 2021 chip seal and micro mix (cape seal) program and will present them to the Trustees for approval at a subsequent meeting. He plans to use chip seal on Pritchard Road, the west end of Moyer Road, Kiefer Road and Puddenbag Road. He plans to use cape seal for Little Forrest Drive, Dry Run Circle and Big Twin Terrace. This will be the first year to use the cape seal process. The cape seal work will be bid using the DOT State Bid contract. Sealed bids will be received for the chip seal work.
- He noted that a down payment was paid for the PRO OnCall SIP trunk upgrades and new phone server. The vendor has ordered the equipment. Mr. Rehmert stated that Spectrum increased the cost of the phone lines as a result of the recent change to eliminate most of the TV service at the Township. This will increase the Township's savings once the lines are moved to PRO OnCall.
- Mr. Holbrook reported that the cost to fix the roof leak over Chief Andzik's office was \$575. While on site, the contractor looked at the five leaking windows in the Trustee Meeting Room and the Trustees' and Fiscal Officer's offices. Repairs to these windows will require a special type of caulking. The contractor's estimate is \$1,700. Responding to Mr. Stubbs' question, he

noted that the quote does not include the cost of drywall repair. The Trustees asked Mr. Holbrook to obtain an additional quote.

ZONING DEPARTMENT REPORT:

- Mrs. Sewell reported that she issued permits for the new Neff Equipment building on Eckhart Road and solar panels on Moses Road.
- She noted that there are some possible zoning cases coming up in the near future. They include two nuisance abatements and three resolution violations. She has sent out initial letters to property owners.
- She reported that the new Township website has had nearly 300 views in the past 30 days.
- She distributed a list of new email addresses for the Township's elected officials and employees and requested that everyone log into their new emails as soon as possible.
- Regarding the new Township emails, Mrs. Sewell reported that the new Police server will not allow the use of Outlook. She was not sure how this will be handled. Chief Andzik stated that his department will continue to use the old server for emails while they look for a new program to use. Mrs. Sewell and Mr. Rehmert discussed how the emails could be forwarded.
- Mrs. Sewell noted that the next Zoning Commission meeting will be held on 3/11/21 at 6:00 pm.

TRUSTEE REHMERT'S REPORT:

- Mr. Rehmert noted that the \$1.9 trillion HR 1319-American Rescue Plan Act of 2021 has passed the Senate. It includes \$350 billion for state and local governments. He stated that there may be funds coming to the Township if the bill is enacted.
- He reported that the Parks Board did not have a quorum at its 3/3/21 meeting. There are openings on the Board, if anyone is interested in serving. He noted that, due to the resignation of the at-large member, there was an opening on the Parks Oversight Committee. The other two members are Council Member Terry Johnson and himself. He noted that Mrs. Sewell applied for the at-large seat and has been approved by Council. Her appointment must also be approved by the Trustees. He thanked Mrs. Sewell for applying for the at-large position.
- Mr. Stubbs asked if Mrs. Sewell's appointment to the Parks Oversight Committee would be a conflict of interest since Mr. Rehmert is the Trustee with responsibility over her position as Zoning Inspector. Mr. Rehmert replied that he hadn't considered this possibility and would discuss the situation with the City. Mr. Stubbs suggested that Mr. Rehmert also ask Assistant Prosecutor Nathaniel Peterson to give an opinion on any conflict. Mr. Rehmert agreed to do so.
- He noted that the Special Parks Board meeting on 3/29/21 will be to discuss the upcoming Parks Levy, but that no official recommendation would be made by the Board until their April meeting.
- Following up on previous discussions about potentially transferring funds from the General Fund to pay for cemetery maintenance by the Road Department, he noted that he reached out to Mr. Peterson for advice. Mr. Peterson's responded that any transfer based on reasonable assumptions would be appropriate. Mr. Holbrook reported that he has yet to find any contractors who would provide quotes for this season, but stated that the transfer amounts the Trustees discussed in prior meetings seemed reasonable to him.
- Mrs. Reed reported from her notes that Mr. Holbrook previously estimated the cost to maintain the cemeteries at \$8,524 per year, based on mowing the cemeteries weekly and using the weed eater every other week. She questioned if the cemeteries could be mowed less often. Mr. Holbrook stated that in the past the Trustees wanted the cemeteries to look as good as possible.

- Mr. Rehmert recalled that at earlier meetings the Trustees discussed transferring \$2,500-\$5,000 per year. Mr. Holbrook thought that the earlier discussions focused on \$5,000 per year, plus \$15,000 for past years. Mr. Rehmert suggested deferring a decision until contractor quotes are received. Mr. Holbrook asked Mrs. Reed, as Road Superintendent, to assist in obtaining quotes as his department is going into the busy time of year. She agreed to assist in this regard.
- Mr. Rehmert stated that he felt a \$4000 transfer was reasonable, using 225 hours per year at a rate of \$17.50 per hour. Mr. Stubbs suggested adding \$10,000 for prior years. Mr. Rehmert introduced **RESOLUTION 2021-16**, seconded by Mrs. Reed: **A RESOLUTION APPROVING THE TRANSFER OF \$4,000 FOR 2021 AND \$10,000 FOR PRIOR YEARS FROM FUND #1000-GENERAL TO FUND #2031-ROAD AND BRIDGE AS PAYMENT FOR THE MAINTENANCE OF TOWNSHIP CEMETERIES BY THE ROAD DEPARTMENT.** The roll was taken and the adoption vote was as follows: Mr. Rehmert-Yes; Mrs. Reed-Yes; Mr. Stubbs-Yes. **RESOLUTION 2021-16 WAS ADOPTED.**
- **Visitor Mark Keener, 7865 Jamaica Road:** Prior to the vote on RESOLUTION 2021-16, Mr. Keener noted that a question had been asked in the WebEx Meeting Chat if the open position on the Parks Oversight Committee had been advertised. He then stated his opinion that using a \$17.50 hourly rate for the Road Department in determining the transfer from the General Fund for cemetery maintenance was too low and is about half of the actual wage cost for the Road Department. He asked if the Trustees would still be looking for contractor bids. Mr. Rehmert responded that he felt \$17.50 per hour was reasonable, represents a step forward and corrects a wrong that prior Trustees allowed to go on for at least twenty years.
- Mr. Rehmert discussed the 2/11/21 Special Trustee Meeting to discuss the potential JEDD. Since Mrs. Reed and Mr. Stubbs didn't attend, a quorum wasn't present and the meeting was not an official Trustees meeting. He noted that progress has been made, but there are still some hills to climb. The major issues discussed were the contributions to be made by each jurisdiction and the draft Economic Development Plan for the JEDD district. He noted that the Village of Burton in Geauga County created a JEDD in 2020 on land where their school district built a new campus. The Burton documents were requested and have been distributed to all parties involved in the Valley View JEDD. He reported that Valley View won't start construction until 2022. He noted that there is a question about how much money the school will receive from the State.
- Mrs. Reed questioned the provision in the draft JEDD Agreement that the JEDD records would be stored by the Township. Mr. Heistand stated that, although he is not opposed to the JEDD Board storing records at the Township Hall, he will not accept responsibility for their records.

TRUSTEE REED'S REPORT:

- Mrs. Reed reported that the Fire Oversight Committee hasn't met recently. She thanked Chief Andzik for acquiring the equipment requested by the local CERT group.

TRUSTEE STUBBS' REPORT:

- Mr. Stubbs reported that the Cemetery has transmission leaks on a couple of lawn mowers. He noted that the Pool Board meeting was canceled. There are two vacancies on the Board. Anyone interested in serving should contact either Mr. Stubbs or the City.
- Concerning a request he received several months ago from a company interested in leasing space on the cell tower located at the Township Hall, he noted that he reached out at the time to Mr. Peterson for advice. After a period of five months, he received a response that didn't answer his original question. He was frustrated by the communication delay by Mr. Peterson.

NEW BUSINESS:

- Mr. Rehmert noted that Dr. Cross had asked a question in the WebEx Meeting Chat about what other townships are using as an insurance liability limit.
- **Visitor Mark Cross:** Dr. Cross suggested that Mr. Heistand obtain the limits used by Jackson and Perry Townships. Mr. Heistand agreed to do so and will report back to the Trustees in April.
- Responding to Dr. Cross' question in the WebEx Meeting Chat if the open position on the Parks Oversight Committee had been advertised, Mr. Rehmert stated that the opening was not advertised by the Township. Since he hadn't told Mrs. Sewell about the open position, he assumed that the City advertised the opening. Mrs. Reed noted that Germantown advertises various board openings on the monthly utility bill inserts. Mrs. Sewell reported that the City website currently indicated there were openings on several boards and commissions.
- **Visitor Mark Cross:** Dr. Cross stated his desire that the Township follow the same process for all Township boards (Zoning Commission, Board of Zoning Appeals, and Oversight Committees) and advertise for open positions.
- **Visitor Lynn Cleveland, 11858 Oxford Road:** Mr. Cleveland again thanked Chief Andzik for purchasing the equipment needed by the CERT group. Responding to the report about the quote to repair the leaking windows in the Meeting Room addition, he felt that Mr. Holbrook's proposal was absolutely correct and that the windows need to be repaired.

OLD BUSINESS:

- None.

MEETING ADJOURNED:

- With no further business, Mr. Stubbs made a MOTION, seconded by Mr. Rehmert, to adjourn. The MOTION WAS APPROVED by a unanimous voice vote. The Meeting adjourned at 8:18 pm.

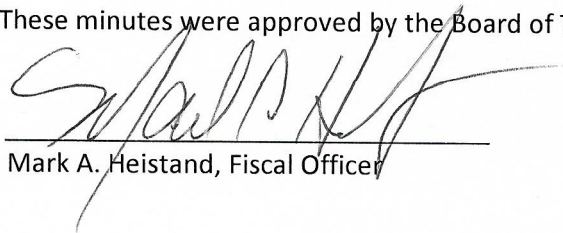
Signed: _____



Tyler Rehmert, President, Board of Trustees

Attest: These minutes were approved by the Board of Trustees at the April 12, 2021 meeting.

Signed: _____



Mark A. Heistand, Fiscal Officer